



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Supervisor)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: August 13, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Maria Martinez, (916) 327-9469

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

*Free Parking Provided

* Submit application to address listed below.

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4569-003 .#45
Ref#0813-ACT1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Accounting Administrator I, the position will be responsible for supervising professional and clerical staff engaged in the billing and collection of interest for delinquent unclaimed property reports and other related accounting activities. Specific duties include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review work for accuracy and conformity with procedures and internal controls;
- Review automated reports to identify payment irregularities such as duplicate payments and initiate appropriate action to resolve;
- Monitor production and inventory levels to ensure that workloads are completed timely;
- Implement procedures designed to increase efficiencies and monitor system/software modifications to reflect changes in procedures;
- Supervise the billing and accounting for interest penalties authorized under section 1577 of the Code of Civil Procedure for delinquent unclaimed property;
- Review account information from unclaimed property reports; review interest billings for accuracy; prepare financial statements and explain billing notices to holders of unclaimed property.
- Supervise the collection activities for account receivables;
- Monitor appropriate collection efforts taken by staff, ensuring that uncollectible receivables are discharged from accountability;
- Refer uncollectible accounts to the legal office for possible action;
- Develop monthly payment plans when appropriate;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Identify automated system changes needed to process the workloads in the unit;
- Oversee the development of service requests, development of business requirements, and the testing of system enhancements;
- Develop and maintain publications to assist heirfinders and investigators. This includes the annual preparation and sale of the CD-ROM that includes historical information regarding owners of abandoned property and estates of deceased persons and maintaining the "Investigator's Brochure" that explains the operation of Unclaimed Property.
- Respond to inquiries and/or complaints regarding the above publications.
- Interview, train, and evaluate the work performance of subordinates.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resource Office

300 Capitol Mall, Suite 619

Sacramento, CA 95816

Attn: Sally Lim

Ref# 0813-ACT1 (Candidate must indicate this Reference # on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).